

Movement Research is Hiring!

Operations Associate

Applications will be accepted until the position is filled.
Interviews to take place the weeks of November 26 and December 3, 2018.
Position begins training the week of December 10, 2018. Official start date will begin January 2nd, 2019.

Operations Associate is a 20 hour/week, part-time hourly position at Movement Research. Compensation is \$16/hour. Employee contribution 403(b) plan is available. Employee receives free access to Movement Research classes and selected workshops. Schedule is anticipated to be 5 days per week in the office. Some weekend and evening availability is required. Operations Associate reports to and works in tandem with the Operations Manager.

Responsibilities include:

- o Daily coordination of Movement Research facilities and related operations
- o Daily coordination of the Studio Rehearsal Subsidy program including hiring and management of studio coordinator intern team.
- o Management of classes program, under direction of the Operations Manager, including tracking attendance, class cards, and registrars.
- o Performing weekly bookkeeping tasks; processing accounts receivable and accounts payable, recording credit card and debit card transactions, monthly review of financials., monthly reconciliation of bank accounts, assist in the annual audit and Data Arts Profile reporting.
- o Perform administrative duties that support overall functioning of MR office.

Previous experience with facilities management and bookkeeping a plus. Familiarity with Quickbooks and FileMaker systems also a plus. Candidates should have strong organizational skills, attention to detail, be self-motivated, the ability to work well in a team-based working environment, be willing to work with in existing systems as well as to help innovate new systems. Movement Research is seeking a candidate that is interested in contributing to Movement Research's mission of supporting movement-based artists.

To apply, please email the following materials to work@movementresearch.org with "Operations Associate" in the subject line:

- Resume
- Cover letter
- Two or three professional references. Please provide name, title, organization, email and phone number.

Movement Research (MR) continuously seeks to engage a more diverse and inclusive participant body and strives to recognize individuality and create equal opportunities for all, regardless of race, class, gender, ability, ethnicity, sexuality or age. MR is committed to maintaining a strong connection to an existing diverse community of experimental artists and audiences, while at the same time expanding its definition of experimentation to more broadly include working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the incredible need to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

Email inquiries only, please; no phone calls.